

## **Lutheran Services Carolinas Job Description**

**Job Title:** Qualified Professional

**Supervisor (title):** Program Director

**Department:** Adult Residential

**Approved by:** B. Welch Thomas

**Date:** October 2016

### **Position Purpose/Summary:**

Under the supervision of the Program Director, the Qualified Professional will coordinate consumer services in the community and is responsible for evaluation and assessments for the consumer to ensure consumers are receiving care in a safe and efficient manner. This position is responsible for the development /monitoring of Person Centered Plans and Individual Support Plans; as well as ensuring that all service definitions and MCO/state regulations are being implemented inline with the COA standards of best practices.

**Essential Functions** *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Conduct initial assessments of consumers to determine service goals and needs and establish a service plan based on the assessment.
2. Participate in weekly staffing with Program Director to review consumer progress.
3. Manage a case load up to 20 clients.
4. Develop and coordinate delivery of Person Centered Plans/Individual Support Plans in required timeframes.
5. Retain consumer records to ensure timelines and accuracy of documentation. Ensure records are audit ready.
6. Oversee proper documentation is completed and maintained, per service definitions on a weekly basis, to include internal and state incident reports.
7. Submit and manage consumer authorizations.
8. Assesses consumer needs and complete appropriate documentation (monthlies, quarterlies etc.).
9. Attend team meetings and maintain open communication with MCO Case Coordinator when applicable.
10. Recruit, select train, evaluate and supervise staff
11. Facilitate monthly staffing with direct care staff/paraprofessional staff to monitor consumer progress (staff meeting and individual observation/discussion) per 4 hours monthly.
12. Facilitate monthly consumer meeting with assigned caseload.
13. Monitor and maintain staff personnel records, to include timely documentation of supervisions.
14. On call required (per schedule).
15. Participate in trainings, certifications, conferences, committees as applicable.
16. Represent LSC professionally in the community.
17. Other duties as assigned by Program Coordinator.

**Supervisory Responsibilities, if any** (*The scope of the person's authority, including the positions that report to the incumbent.*):

The QP will supervise direct care/paraprofessional staff providing services to consumers on their assigned case load. The QP will provide support and guidance, per consumer individual plans as well as determine that staff is providing care per service definitions, regulations, and LSC policy and procedures. The QP will provide supervision within required timeframes.

**Qualifications (Minimum Job Requirements):** *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Education: BS/BA Degree.

Experience: 2 years post degree working with population being served; and 1 year of supervisory experience.

Specific skills/abilities: Demonstrated acuity in assessment of consumers. Excellent verbal and written communication skills; as well as strong organizational skills. Knowledge of Microsoft software products (Excel, Word, Power Point).

Specialized knowledge, licenses, etc. Qualified Professional certification. Knowledge of Medicaid and State services, regulations/documentation.

**Preferences (Optional):** (*Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual*).

**Working Conditions/Physical Requirements:** (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*).

1. When serving clients in the community, occasional exposure to some undesirable elements.
2. Deliver services in various environments such as the consumer's residence, residential facilities, shelters, and other community locations.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Supervisor Signature Date

**Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.**